



Marketing and Social Media Intern Job Description

Internship Job Title:	Marketing and Social Media Intern (Unpaid)
Location:	1307 N Rock Road, Wichita, KS 67206
Start Date:	June 1, 2024
End Date:	July 31, 2024
Schedule: (Days/hours):	Approximately 15 hours per week
Direct Supervisor:	Jaime Dupy, director of marketing and development

Description

Mark Arts is seeking a qualified intern to join our Marketing team. We're looking for a driven, ambitious individual who wants to create a career in marketing, promotions and/or advertising. We're offering a flexible schedule if you continue to take classes in the summer or you wish to pursue other opportunities simultaneously. We provide extensive training, guidance and support, as well as the opportunity to gain valuable work experience.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of marketing and social media.

Responsibilities

- Help create content for social media through video, photography and writing
- Assist in the creation of signage, circulars, mockups, email campaigns, online promotion, etc.
- Assist in the distribution or delivery of marketing materials
- Perform analysis of marketing and other data
- Seek and analyze competitor marketing and sales materials both on and offline
- Enter contact information into contact management systems
- Provide support to social media efforts
- Monitor social media for trending topics to utilize on social media channels
- Maintain tracking report of public relations activity
- Proofread historical event items
- Database assistant
- Capture photos and videos that create projects within our brand standards
- Produce teacher spotlight videos for Mark 100 Anniversary Birthday Party in November

Requirements

- Must be 16 years of age
- Excellent verbal and written communication skills
- Extensive knowledge of social media



- Photography and video skills required
- Highly organized
- Driven and hard-working
- Integrity and dependability
- Ability to take direction and multi-task
- PowerPoint, Word and Excel experience
- Adobe Creative Suite experience
- Nonprofit experience a plus

Benefits

- Practical experience with current marketing and advertising techniques
- Shadowing, mentoring, and training opportunities with successful marketing professionals
- Opportunity to participate in networking events and company meetings
- Flexible schedule for students

ACKNOWLEDGEMENT

I, _____ Acknowledge Review of This Job Description.
(Intern's Name - PRINT Name)

Intern's Signature

Date

Supervisor's Signature

Date